

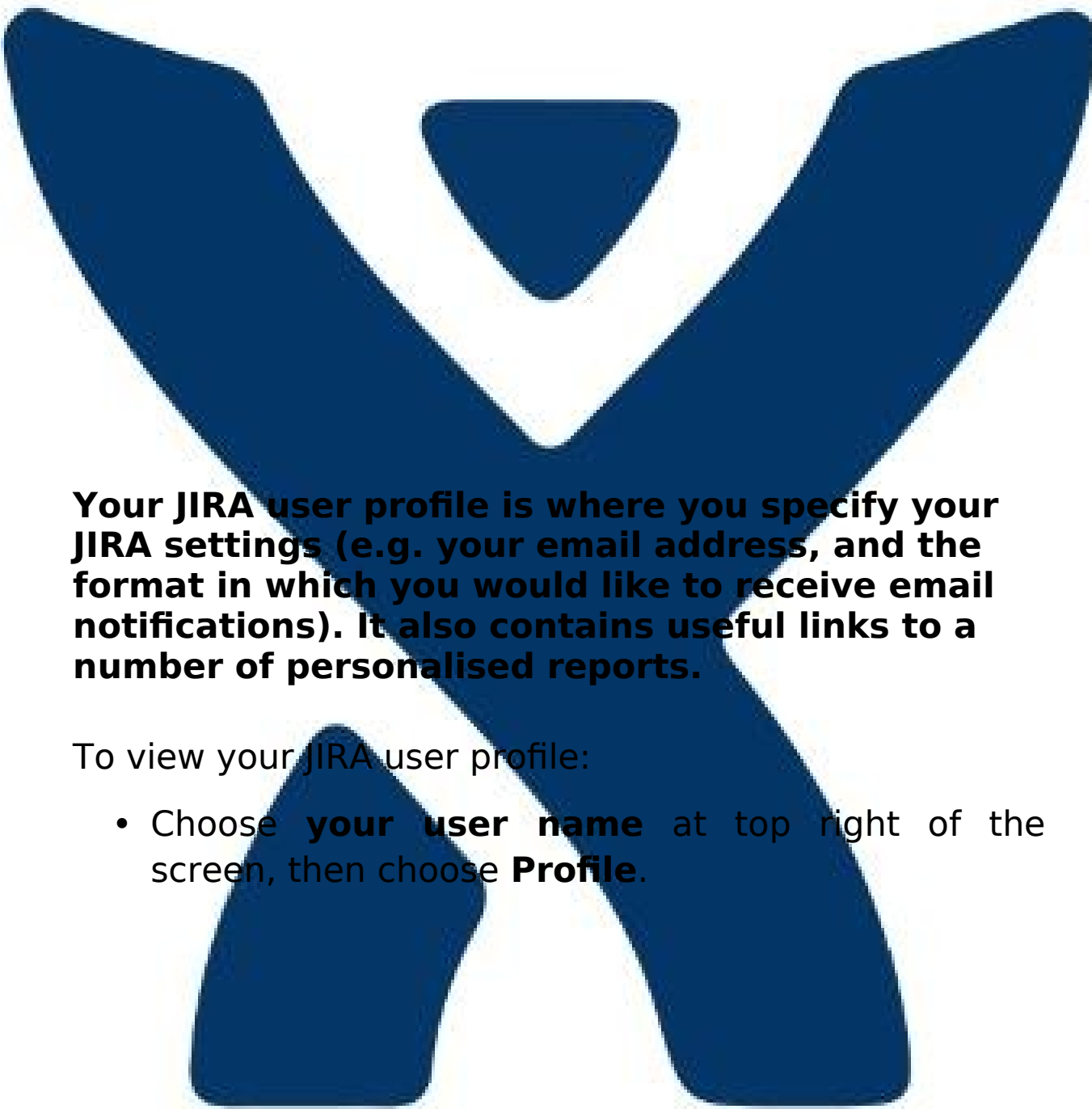


JIRA (Managing your User Profile)

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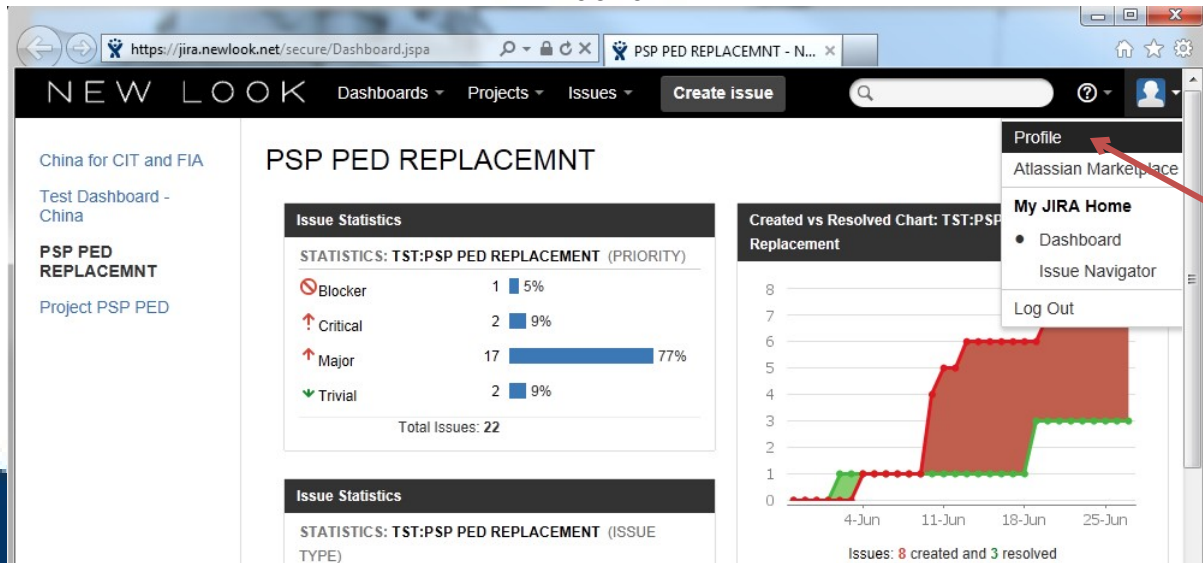
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Your JIRA user profile is where you specify your JIRA settings (e.g. your email address, and the format in which you would like to receive email notifications). It also contains useful links to a number of personalised reports.

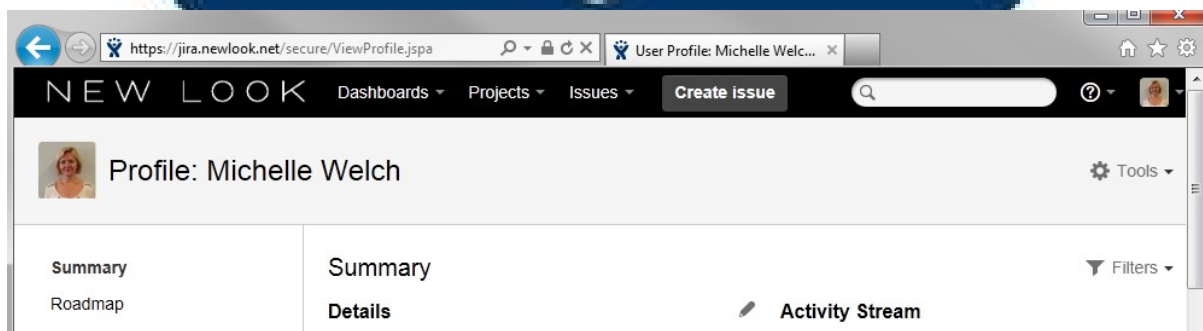
To view your JIRA user profile:

- Choose **your user name** at top right of the screen, then choose **Profile**.

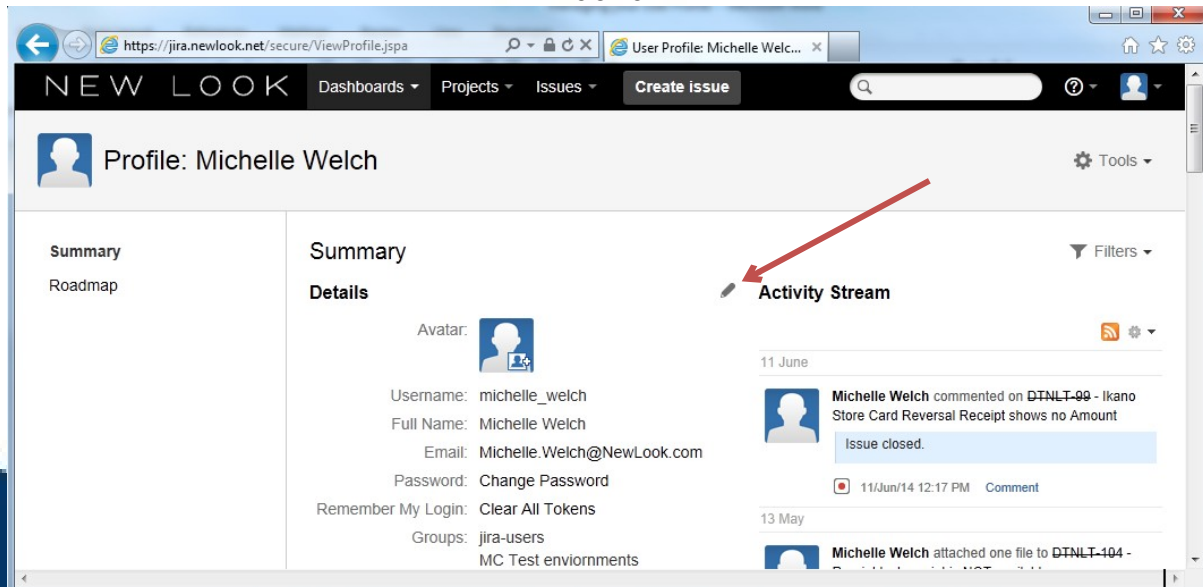


Using the Summary tab

The **Summary** tab page shows your personal details registered in JIRA, your personal JIRA preferences, the number of open issues assigned to you by project and a list of your recent activity.



Details



In the **Details** section on the **Summary** tab page, you can do the following:

- Click the **edit** icon at the top-right of the section to open the **Edit Profile** dialog box. From here, you can edit the following details:
 - o **Full Name** – your display-name – that is, the name by which you are known in JIRA.
 - o **Email** – the email address to which your JIRA notifications will be sent.
 - o **Password** – you are required to enter your password to save changes to your **Full Name** and **Email** address.
 - o Click the **Update** button to save your changes.

Edit Profile

Full Name*

Email*

Password*

JIRA requires you to confirm your password when changing your profile.



- Click the **Avatar** icon to add an avatar to your user profile.
- If you have already added a user avatar to your JIRA profile, that (current) avatar will appear instead of icon above. Clicking your current avatar allows you to change it.
- Click the **email address** to send an email to that address via your registered email client application.
- Click the **Change Password** link to change your JIRA password.
- Click the **Clear All Tokens** link to clear your 'Remember my login' tokens. This feature is useful if you have accessed JIRA in a public environment, selected the **Remember by login...** check box before logging in, but you may have forgotten to log out and do not wish others to access JIRA through your account. See Clearing 'Remember my login' Tokens for more information

Note

If your JIRA administrator has configured the user directory containing your account with external password management, the Edit Profile and Change Password links may not be available.

Adding a User Avatar

A user avatar is used as the icon for your profile to illustrate your comments on an issue and your Hover Profile.

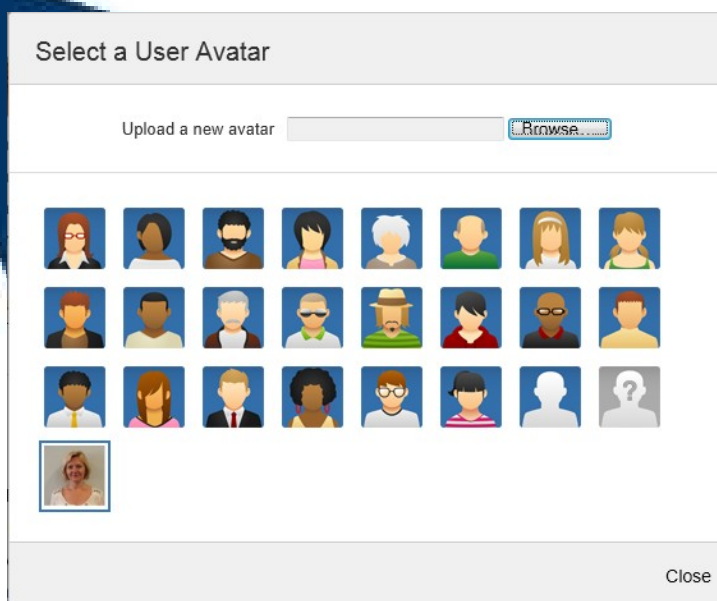
To choose your user avatar:

- Choose **your user name** at top right of the screen, and then choose **Profile**.



- In the **Details** section, click the **Avatar** icon to open the **Select a User Avatar** dialog box.

If you have already added a user avatar to your JIRA profile, that (current) avatar will appear instead of the icon above. Clicking your current avatar allows you to change it.



JIRA comes pre-packaged with its own set of user avatars, which appear in the first few rows of this dialog box.

- From this point, you can choose one of JIRA's pre-packaged user avatars, upload your own custom avatar or choose a user avatar which you have previously uploaded:

To choose one of JIRA's pre-packaged user avatars or one which you have previously uploaded:

- Click the user avatar on this dialog box. Your JIRA user account will use this avatar immediately. User avatars which you have previously uploaded to JIRA will appear after JIRA's pre-packaged user avatars on this dialog box.

To upload a new or custom user avatar:

- Click the **Browse** button and in the resulting dialog box, browse for and choose an image file.
- Click and drag the centre of the superimposed square, whose content will eventually be cropped to become your new user avatar. (If desired, drag the corners of the square to re-size the area of the superimposed square).
- Click the **Confirm** button to create your new custom user avatar. Your JIRA user account will use this avatar immediately.

Changing your Password

To change your JIRA password:

- Choose **your user name** at top right of the screen, and then choose Profile.
- In the **Details** section, click the '**Change Password**' link. The Change Password dialog box opens.
- Type your old password into the **Current Password** field, and type your new password into the **New Password** and **Confirm Password** fields.

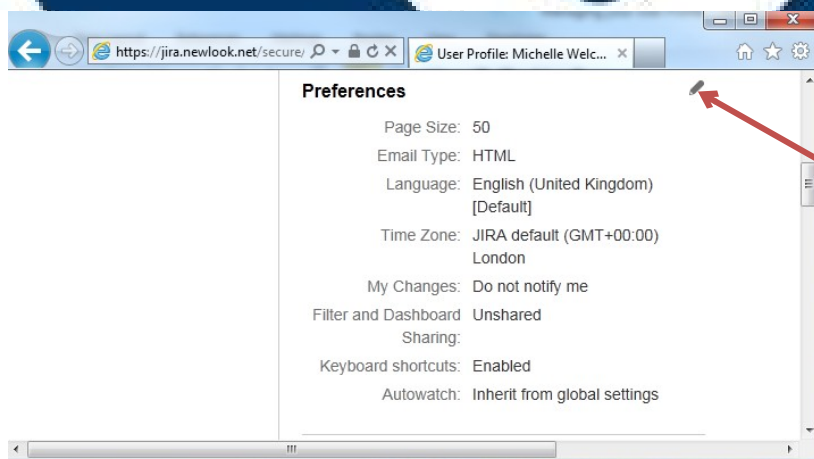
- Click the '**Update**' button.

If your JIRA administrator has configured the user directory containing your account with external password management, the '**Change Password**' link will not be available.

Preferences

In the **Preferences** section on the **Summary** tab page, you can do the following:

Click the **edit** icon at the top-right of the section to open the **Updated User Preferences** dialog box:



Update User Preferences

Page Size*
Number of Issues displayed per Issue Navigator page

Email Type
Outgoing email format

Language
Additional language packs are available from Atlassian Translations. Contact your administrator about installing additional language packs.

Time Zone

The time zone used when showing date time information.

My Changes
Whether to email notifications of any changes you make.

Sharing
Whether to share Filters & Dashboards by default.

Keyboard shortcuts
Whether all keyboard shortcuts will work.

Autowatch
Issues that you create or comment on will automatically be watched for future changes.

From the above form, you can edit the following details:

- **Page Size** – The number of issues displayed on each Issue Navigator page. This field is mandatory and the default value is 50.
- **Email Type** – The format (text or HTML) in which JIRA sends its outgoing email notifications.
- **Language** – Your preferred language.
- **Time Zone** – Your preferred time zone.
- **My Changes** – Choose between making JIRA send you email notifications about issue updates made by either both you and other people (Notify me) or other people only (i.e. Do not notify me)
- **Filter & Dashboard Sharing / Sharing** (in dialog box) – Choose the default 'sharing' setting for when you create new filters and dashboards, which can be either shared with all other users (Public) or restricted to your viewing only (Private).

- **Keyboard Shortcuts** – Choose between making JIRA's Keyboard Shortcuts feature either Enabled or Disabled.
- **Autowatch** – Choose between allowing JIRA to automatically make you a watcher of any issues that you create or comment on.

To choose which fields appear in your Issue Navigator click **View Navigator Columns**.

Tip

The global defaults for most of the user preferences above can be set by your JIRA administrator (Administration > User Preferences). Your preferences will override the global preferences, but if you haven't explicitly changed any settings they will be inherited from the global settings.

Choosing a Language

The default language is set by your JIRA administrator (see Configuring JIRA Options), but you can personalise your JIRA account to use a language of your choice.

To choose a language:

- Choose **your user name** at top right of the screen, then choose **Profile**.
- In the 'Preferences' section, click the **edit** icon at the top-right to open the **Updated User Preferences** dialog box.
- Select your language from the **Language** drop-down list.
- Click the **Update** button.

Choosing a Time Zone

The default time zone is set by your JIRA administrator (see Configuring JIRA Options), but you can personalise your JIRA account to use a time zone of your choice. This will affect all time-date fields throughout JIRA.

If the time zone specified in your JIRA user profile doesn't match the time zone of the computer you are working on, JIRA will prompt you to ask if you want to change the time zone setting in your JIRA user profile.

To choose a time zone:

- Choose **your user name** at top right of the screen, then choose **Profile**.
- In the 'Preferences' section, click the **edit** icon at the top-right to open the **Updated User**
- **Preferences** dialog box.
- Select your region (or country) and time zone from the **Time Zone** drop-down list.
- Click the **Update** button.
- All time fields in JIRA will now be displayed in your local time zone.

Date fields, which have no time component, such as due dates, release dates (associated with versions) and custom date fields, solely record date information (and no time zone-related information) so are not affected by time zone settings.

Assigned Open Issues per Project

In the **Assigned Open Issues** per project section on the **Summary** tab page, you can do the following:

- Click the name of the project (on the left) to browse that project's roadmap.
- Click the number of open issues (on the right) to display the Issue Navigator, which shows your list of open issues associated with the project on the left.

Assigned Open Issues per Project

 JIRA TEST

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Activity Stream

In the **Activity Stream** on the right of the **Summary** tab page, you can:

- Click any item to jump to an issue or other activity in which you have recently participated. Your Activity Stream can include:
 - o Issues in your local JIRA system.
 - o Issues in another JIRA system, provided your administrator has configured a two-way Application Link.
 - o Activity from another Atlassian application
 - o Activity from remote applications.
- Click the RSS icon to generate an RSS feed of information that is relevant to you.
- Click the cog drop-down to refresh the displayed Activity Stream.

Note

Filters

Click the **Filters** menu at the top of the Summary tab page. From this menu you can:

- Click **Assigned** to list all issues that are assigned to you, irrespective of their current status.
- Click **Assigned & Open** to list the issues that are assigned to you and are unresolved.
- Click **Assigned & In Progress** to list the issues that are assigned to you and whose current status is In Progress.
- Click **Reported** to list the issues that were created by you, irrespective of their current status.
- Click **Reported & Open** to list the issues that were created by you and are unresolved.
- Click **Voted** to view the list of issues for which you have voted, irrespective of their current status.
- Click **Voted & Open** to view the list of issues for which you have voted and are unresolved.
- Click **Watched** to view the list of issues that you are watching, irrespective of their current status.
- Click **Watched & Open** to view the list of issues that you are watching and are unresolved.

Using the Roadmap tab

The Roadmap tab page shows your 'Personal Road Map' report, which provides quick access to work assigned to you across all projects.

On the Roadmap tab page, you can do the following:

- In the **Change Project field**, select a project to show a personal road map report for work assigned to you for that project. This is similar in functionality to browsing a project's roadmap, although the personal road map shows only issues assigned to you.
- Click the **View global road map** link to show all work required for that project.

Changing your JIRA Home Page

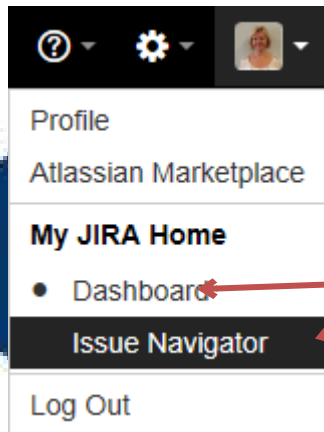
Your JIRA home page is the JIRA page you are presented with immediately after you log in.

You can configure the following JIRA pages as your JIRA home page:

- The Dashboard
- The Issue Navigator
- The Rapid Board (available if you have the JIRA Agile add-on installed in JIRA)

To configure your JIRA home page:

- Click on your **profile** icon at the top right of the screen.
- Select the appropriate home page option within the **My JIRA Home** section:
 - o Dashboard
 - o Issue Navigator
 - o Agile (i.e. the JIRA Agile Rapid Board — this option is only available if you have the JIRA Agile add-on installed in JIRA)



Your page will be reloaded the JIRA home page you selected.

(Optional) To verify that your JIRA home page has been reset, log out and log back in to JIRA again. You should be taken directly to the JIRA home page you selected in the previous step.